



Office of the Town Manager

Paul E. Cohen
Town Manager

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Department Heads,

As you may be aware, the Town of Chelmsford has a long-standing "Buy Recycled" policy. In practice, under my responsibility as the Town's Chief Procurement Officer, the Town purchases recycled copy paper, envelopes, and other recycled paper products. We also explore and implement other opportunities to purchase post-consumer recycled office and janitorial supplies. The Town of Chelmsford is committed to sustainability and the purchase of recycled products contributes to the spirit of this initiative. As purchasers in your individual departments, please use your discretion when purchasing products and keep the "Buy Recycled" policy in mind.

Thank you for your efforts and support of our ongoing sustainable initiatives. If you have any questions, please feel free to reach out to me directly, or contact Melissa Joyce, Sustainability Manager at mjoyce@townofchelmsford.us.

Sincerely,

Paul E. Cohen
Town Manager